

Accela Training Schedule – as of June 7, 2016

August 1 through 18, 2016

All Training must end by close of business on Aug. 18 (Thursday)

Module/Business Area	Training Topic AA/ACA	Trainer	Training time	Class size	Training location	Training Date	Training Time
Regional training							
Basic User Training	147 (Reno)						
	141 (Washoe/Health)						
	60 (Sparks)						
	348 (Total)						
Class 1	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 1 (Monday)	8 am - noon
Class 2	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 1 (Monday)	1 pm – 5 pm
Class 3	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 2 (Tuesday)	8 am - noon
Class 4	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 2 (Tuesday)	1 pm – 5 pm
Class 5	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 3 (Wednesday)	8 am - noon
Class 6	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 3 (Wednesday)	1 pm – 5 pm
Class 7	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 4 (Thursday)	8 am - noon
Class 8	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 4 (Thursday)	1 pm – 5 pm
Class 9	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 5 (Friday)	8 am - noon
Class 10	Basic User Training	Accela (Tom)	4 hrs	30	Regional Training Center	August 5 (Friday)	1 pm – 5 pm
Health training							
Health Air	In house training by SME's	Health staff	80 hrs	18	Health Dept Rooms	August 8-18	8-5
Health EHS	In house training by SME's	Health Staff	80 hrs	18	Health Dept Rooms	August 8-18	8-5
Financial Balancing	General	TS /SME staff	2-4 hrs	18	Health Dept Rooms	August 8-18	8-5
Interfaces and Reporting	General	TS/SMEstaff	2-4 hrs	18	Health Dept Rooms	August 8-18	8-5
Reno training							
Business License	Front Counter	Mike/Luci	2 Hr	7	City Hall	August 8 (Monday)	8 am – 10 am
Business License	Compliance Officers	Mike/Luci	1 Hr	3	City Hall	August 8 (Monday)	10 am – 11 am
Building	Front Counter	Len/Patricia	1 Hr		City Hall	August 9 (Tuesday)	9 am – 10 am
Building	Back Office	Len/Patricia	1 Hr		City Hall	August 9 (Tuesday)	10 am – 11 am

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Building	Inspectors	Len/Patricia	1 Hr		City Hall	August 9 (Tuesday)	8 am – 9 am
Enforcement	General	Mike/Joe	2 Hr		City Hall	August 10 (Wednesday)	8 am – 10 am
Engineering	General	Len/Janelle	1 Hr		City Hall	August 10 (Wednesday)	11 am – Noon
Planning	General	Len/Kyle	1 Hr		City Hall	August 10 (Wednesday)	Noon – 1 pm
Financial Balancing	General	Len/Patricia	2 Hr	6	City Hall	August 11 (Thursday) August 12 (Friday)	8 am – 10 am 10 am – Noon
Reporting	Ad Hoc	Mike	2 Hr	20	City Hall	August 11 (Thursday) August 12 (Friday)	10 am – Noon 8 am – 10 am
Sparks training							
Business License	CS Specialists	Russ / Lisa	3 Hrs		Sparks Training Room	August 8 (Monday)	9-12; 1-4
Business License	CS Specialists; EC	Russ / Lisa	3 Hrs		Sparks Training Room	August 18 (Thursday)	9-12
Business License	Planning	Russ / Lisa	1 Hr		Sparks Training Room	August 16 (Tuesday)	10 - 12
Building	Permit Technicians	Russ / Teresa	8 Hrs		Sparks Training Room	August 9 (Tuesday)	8 – 12 1 – 4
Building	Inspections	Russ / Teresa / Mark	8 Hrs		Sparks Training Room	August 10 (Wednesday)	8 – 12 1 – 4 Q&A
Building	Plan Review	Russ / Teresa / Mark	8 Hrs		Sparks Training Room	August 11 (Thursday)	8 – 12 1 – 4 Q&A
Enforcement		Russ			Sparks Training Room		
Engineering		Russ / Jon / Teresa	8 Hrs		Sparks Training Room	August 15 (Monday)	8 – 12 1 – 4 Q&A
Engineering	PW Inspections	Russ / Teresa	4 Hrs		Sparks Training Room	August 12 (Friday)	8 - 12
Fire	Building; Business License	Russ / Teresa / Lisa	8 Hrs		Sparks Training Room	August 17 (Wednesday)	8 – 12 1 – 4 Q&A
Planning		Russ / Karen / Teresa	8 Hrs		Sparks Training Room	August 16 (Tuesday)	8 – 12 1 – 4 Q&A
Financial Balancing	Included in Sessions	Russ / Jessica			Sparks Training Room		
Interfaces and Reporting	Included in Sessions	Russ			Sparks Training Room		
Washoe training							
Business License		Karin			CSD		
Building	Front Counter	Stephanie/ Truepoint			Washoe TS Room		
Building	Plan Check	Truepoint			Washoe TS Room		
Building	Inspections/IVR	Truepoint			Washoe TS Room		
Building	TRPA	Truepoint			Washoe TS Room		
Enforcement	Complaint (CSD)	Renée	4 hrs		Use our own room		

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Enforcement	Violation (Planning)	Renée	8 hrs		Use our own room		
Enforcement	Violation (Engineering)	Renée	4 hrs				
Enforcement	Violation (Building)	Renée	4 hrs				
Engineering	Rev Acreage & Tech Map Check	Kris	4 hrs		Use own conf room		
Engineering	Utility Tap	Dale	2 hrs		Use own conf room		
CSD Finance	Finance – End of Day Balance, Reports, etc.	Need Help	4 hrs		Use own conf room		
Engineering & Roads	Building Permits	Leo	3 hrs		Use own conf room		
Engineering	Planning Permits	Kris	2 hrs		Use own conf room		
Planning	Same as UAT checklist –go through min. of 3 records (SUP, Tentative Parcel Map, RZA)	Chad	2.5 hrs		Mt. Rose conf room	August 8 (Monday)	1 pm – 2:30 pm
Planning	Same as UAT checklist –go through min. of 3 records (SUP, Tentative Parcel Map, RZA)		2 hrs		Mt Rose conf room	August 17 (Wednesday)	1 pm – 2 pm
Planning	Workflow						
Financial Balancing	Tech Services/SME staff						
Interfaces and Reporting	Tech Services/SME staff						
ACA Training for Citizens	External citizen group, Mojra, Contingency						

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